

Listing Number: 476-16-12
Salary: \$ 3,250/month - \$3,500/month

Opening Date: 05/05/2016
Closing Date: Until Filled
(Agency Use): _____

STATE AGENCY
JOB VACANCY NOTICE

POSITION TITLE: Purchaser III CLASSIFICATION #: 1932 Salary Group: B16
AGENCY: Texas Racing Commission ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

WORK LOCATION ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

REFER TO: John Perryman TELEPHONE: 512 833-6699

NUMBER OF OPENINGS: 1 DURATION: Regular X Seasonal/Summer Job _____
Temporary _____ Will terminate on _____
Part Time _____ Hours/Week 40

TYPING: YES X NO _____ W.P.M. 40 SHORTHAND: YES _____ NO X W.P.M. _____

TEXAS DRIVER'S LICENSE: YES X NO _____ Operator X Commercial _____ Chauffeur _____

TRAVEL REQUIRED: YES X NO _____ SHIFTS: 1ST _____ 2ND _____ 3RD _____ ROTATING _____

POSTING APPROVED BY: _____ DATE: _____
Executive Director

GENERAL DESCRIPTION:

Performs complex purchasing and procurement work, including HUB and property management functions. Work involves purchasing and procuring commodities, equipment and services using State of Texas guidelines, rules, policies and laws. Performs special projects and other duties as assigned.

Essential Job Functions:

- Functions as procurement officer, HUB coordinator and property manager of agency.
- Reviews requisitions and orders merchandise, supplies, equipment and services according to State of Texas guidelines, rules and laws.
- Prepares and tracks purchase orders.
- Prepares and distributes bid invitations to vendors; reviews bids and makes awards.
- Makes recommendations for annual contract awards.
- Maintains and reviews various purchasing and procurement reports and records and maintains files.
- Maintains and oversees inventory stock.
- Prepares HUB and recycled materials purchase reports and other reports as required.
- Attends HUB events as required.
- Provide accounting with all required documents needed to process payment.
- Performs other duties as assigned.

Experience and Education:

Experience in the procurement of goods and services. CTP State of Texas Certification or currently working towards certification.

Associates Degree with major course work in business administration or a related field. Experience and education may be substituted for one another.

TEXAS WORKFORCE COMMISSION

Date posted on site: _____

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KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of purchasing and procurement methods and procedures, of state procurement principles and practices and of supply sources. Ability to perform complex purchases and to maintain a system of record keeping. Ability to maintain effective working relationships with vendors and internal customers and to communicate effectively. Proficient in MS Word and Excel. Knowledge of the statewide property accounting system (SPA.) Ability to complete multiple assignments in a timely manner without compromising accuracy; ability to communicate effectively; provide quality customer service. Attention to detail is required.

MILITARY OCCUPATIONAL CODES:

The Military Occupational Specialty (MOS) codes applicable to this position are: 51C, 310X, 28, 33, 35, 3000, 3043, 8060, 3006, and 6C0X1 which can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf

DISCLOSURE:

All Commission employees must undergo a criminal history background check. The Texas Racing Act contains additional provisions that set out causes for rejection of employment. (Will be provided upon request.)

HOW TO APPLY:

Submit a State of Texas Application for Employment referencing the above position number and title to:

Texas Racing Commission, Attention: John Perryman
PO Box 12080, Austin, TX 78711-2080. You may request an application from the Commission office at 8505 Cross Park Drive, Suite 110, Austin, TX 78754, phone (512) 833-6699, fax (512) 833-6907 or visit our website at <http://www.txrc.texas.gov> Resumes may be submitted in addition to, but not in lieu of, the employment application.